



LEROY D. BACA, SHERIFF

County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169



February 16, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

INMATE CLASSIFICATION QUALITY ASSURANCE TEAM

This correspondence is in response to your January 17, 2006, motion, wherein you requested the Sheriff's Department establish a quality assurance team that will be responsible for overseeing the transition to a centralized classification and housing program. The Department has created the Inmate Classification Quality Assurance Team (Team), which will be led by Commander Dennis H. Burns.

The Team has a management component consisting of three lieutenants, who will have various areas of responsibility, including, but not limited to: (1) authoring a general project charter, (2) developing an implementation plan with time-line, (3) creating a staffing model, (4) inmate reclassification, (5) training, and (6) revising applicable policies and procedures. The Team has a full-time dedicated sergeant and will add support staff as necessary to ensure its goal of an April 2006 installation and evaluation time-line of the inmate classification and housing software, and related program policies.

Once the program is fully implemented, we will provide quarterly updates to you on its status, including any necessary adjustments to ensure compliance with established classification and housing protocols. Since this is a risk management issue, the Department's Custody Support Services Unit will be responsible for these updates.

Our Department will notify your Board of the official start date of the centralized inmate classification and housing program and will keep you apprised of any significant developments during its preparation and implementation.

A Tradition of Service

If you should have any questions, please contact Chief Marc L. Klugman, Correctional Services Division, at (213) 893-5017, or Chief Sammy L. Jones, Custody Operations Division, at (213) 893-5001.

Sincerely,

A handwritten signature in cursive script that reads "Leroy D. Baca". The signature is written in dark ink and is positioned above the printed name and title.

LEROY D. BACA
SHERIFF